

BOARD OF DIRECTORS – ACTION SUMMARY
Tuesday, November 28, 2006 – 6:00 p.m.

Administration Building
2101 Hurley Way, Sacramento, CA

CALL TO ORDER

The meeting was called to order by President Engellenner. Board Members present: Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley. Directors Duveneck and Jones, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Thursday, November 30 at 7:00 p.m. and Monday, December 4 at 6:00 p.m. on Channel 14; Webcast at www.sacmetroable.tv. A VHS copy is also available for checkout from any library branch.

EMPLOYEE AWARD—(Mette)
Letter of Appreciation – Jill Conner

Jill Conner, Public Education Technician, received a Letter of Appreciation from Fire Chief Mette in recognition of an outstanding job and being instrumental in putting together the 2005 Annual Report for the Sacramento Metropolitan Fire District. A personal copy of the Annual Report was presented in appreciation of her work.

EMPLOYEE INTRODUCTIONS:

Captain Greg Casentini, the Academy Operations Officer, was present with the following Firefighter Recruits: Anthony Glenn, Jason Harris, Nick Mack, Ehron Phillips, Ryan Pulis, Joel Roberts, and Adam Spiva.

On behalf of the Board, President Engellenner welcomed the Firefighter Recruits aboard.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

Captain Pat Monahan, representing Local 522, stated two nights ago there was a significant structure fire with fatalities. He recognized Board President Engellenner whose daughter and son-in-law played a significant role in saving the lives of three or more citizens of this community. A formal recognition process is anticipated.

CONSENT AGENDA:**1. Board Meeting Action Summary—November 9, 2006**

- **Board Action:**
Kelly/Trujillo—approve the consent Agenda. Directors Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Directors Duveneck and Jones, absent. Motion carried.

ACTION ITEM(S):**1. Bid Award – Financial Auditing Services for FY 2006—(Sponable)**

- A request for proposal was published with receipt of the following two bids:

Richardson and Company	- \$38,300
Mann, Urrutia, Nelson & Associates	- \$36,200

Richardson and Company projected 496 hours at a cost of \$77.22 per hour; Mann, Urrutia, Nelson & Associates projected 284 hours at a cost of \$127.46 per hour. Based on the cost for the number of hours, Richardson and Company was the lowest responsible bidder.
- Recommend the Board authorize staff to enter into a contract with Richardson and Company to perform an audit of financial statements and necessary federal award audits for FY 2006, with an option to include Fiscal Years 2007 and 2008. The recommended bid includes one (1) federal award audit. Additional federal award audits would increase the cost by \$2,100 per award audit.
- **Board Action:**
Goold/Granados—approve the staff recommendation. Directors Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Directors Duveneck and Jones, absent. Motion carried.

PRESENTATION ITEM(S)**1. Cost-Recovery Overview—(PRM Group – Nicolie Cass)**

- An 18-page report was distributed for information.
- Nicolie Cass of the Public Resource Management Group presented the overview.

The PowerPoint presentation included the following, among other things:

- Defining cost allocation as a comprehensive distribution of district-wide administrative costs to all departments that benefit or receive services utilizing a fair and equitable allocation base.
- The report demonstrated two methods of calculating indirect cost and outlined the difference between the OMB A-87 Cost Plan Process and the Full Cost Plan.

Central Service OMB A-87 Plan:

- Strictly follows guideline found in OMB A-87
- Produced a conservative view of District-wide indirect costs
- Must be used on actual cost (at least 2-year old date)
- Includes only District-wide "Central Support Department"
- Excludes many real indirect support department costs

Full Cost Plan:

Represents a more accurate, timely, indirect cost calculation by addressing the noted exclusions in the OMB A-87 Plan.

- Walked through an example on how to read a cost plan which included a Summary Schedule.
- Question and answer period.
- Finance Director Sponable supported proceeding with a detailed cost benefit analysis to determine how much the District wants to charge for cost-recovery.

PRESIDENT'S REPORT—(Engellenner)

- Station grand openings December 2, 2006 – Station 32 from 10:00 a.m. – 12 Noon; Station 110 from 2:00 p.m. – 4:00 p.m. Board members attending should let the Board Clerk know so he can introduce them as part of his official function.
- Thanked Fire Chief Mette for bringing in the Firefighter recruits and hoped this practice will be continued in the future.
- New Board officers for President, Vice President, and Secretary will be elected at the December 14 Board meeting. Decide on nominations prior to the meeting.

FIRE CHIEF'S REPORT—(Mette)

- Introduced two recently promoted employees from the Fire Prevention District, Deputy Fire Marshal Steve Broderick and Supervising Inspector Mike Keehn.
- Fire incident report since the last meeting with 12 working structure fires; 5 grass fires.

Two-alarm fire in a Citrus Heights residential care facility resulted in the death of two elderly female residents. Another resident was transported to Mercy San Juan in critical condition. Several neighbors including Board President Engellenner's daughter, Heidi and son-in-law, responded to the situation prior to Sacramento Metro's arrival and rescued a few of the remaining residents.

Deputy Fire Marshal Mike Stewart, Public Information Officer Jeff Lynch, and the arson investigators did an excellent job. Plan to accelerate efforts for fire sprinkler legislation this year.

- November 17 – end of fire season.
- December 2, 2006 – Ribbon cutting ceremonies – Station 32 at 10:00 a.m.; Station 110 at 2:00 p.m.
- December 7, 2006 at 7:00 p.m., Trinity Life Center, 5225 Hillsdale Boulevard – Graduation ceremony for Recruit Fire Fighter Paramedics.
- Leaving tonight for the League of Cities convention. Deputy Fire Chief Latta will be in charge until next Friday.

GENERAL COUNSEL'S REPORT—(Margarita)

- Passed around a sheet requesting contact phone numbers of Board members.

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(Engellenner)**

- Next meeting: TBD

Communications Center Delegate—(Valley)

- Received presentation.
 - On-going issue with Motorola
 - 5,049 calls for October
- Next Meeting: December 19, 2006 – 10:30 AM

California Fire & Rescue Training Authority—(Goold)

- Next meeting: December 13, 2006 – 2:00 PM

Finance Committee—(Kelly)

- Next meeting: December 14, 2006 – 5:00 p.m.

Policy Committee—(Lawson)

- Next meeting: November 28, 2006 Cancelled
- Director Engellenner requested the Fire Chief's salary be placed on the next Policy Committee meeting with presentation at a subsequent Board meeting.

BOARD MEMBER QUESTIONS AND COMMENTS:**Granados:**

- Thanked Deputy Fire Marshal Mike Stewart for an excellent job with the press on the issue of fire sprinklers in residential care facilities. There is a great need to install fire sprinklers in these buildings.

Goold:

- Requested information on the Santa Night runs.

Trujillo:

- Congratulated Jill Conner on her award tonight.
- Excellent presentation by Ms. Cass of PRM and Finance Director Sponable.

- Good to see the cadets present tonight. They can watch the meetings on Metro Cable 14 and on DVDs in the firehouse.
- Congratulated the two employees who were promoted.
- Commended President Engellenner's family for their service in saving the lives of some people in the structure fire.

Lawson:

- Congratulated President Engellenner and his family for being outstanding citizens in a time of need.
- Cadets can sit down next time to watch the governance of the District.
- Great presentation this evening by PRM.
- Congratulated those promoted.
- Congratulated Station 33 personnel for their presentation and review of the actions of the Metro Fire when on duty.

Engellenner:

- On Thanksgiving Day, he went around his Division and thanked all the firefighters on duty. He plans on doing this on Christmas Day also.

RECESS TO CLOSED SESSION 7:10 PM**RECONVENE TO OPEN SESSION 7:23 PM****CLOSED SESSION GOVERNMENT CODES:**

Report by General Counsel Margarita:

1. LABOR NEGOTIATIONS

Pursuant to California Government Code Section 54957.6

- a. District Negotiator: Fire Chief Don Mette
Employee Organization: Unrepresented Employees
- b. District Negotiator: Fire Chief Don Mette
Employee Organization: Administrative Support Personnel (ASP)

The Board was briefed on labor negotiations. No action taken on either item.

ADJOURNMENT – Meeting adjourned at 7:25 p.m.

H. Peter Engellenner, President

Ray Trujillo, Secretary

Charlotte Tilson, Clerk of the Board